Zoom Class Procedures

Students

1. Procedure for signing up for a zoom or combination zoom/in-person class is the same as previous signing up for a class, however those intending to take the class via Zoom must be signed up at least 24 hours prior to the class start time.
2. Only students signed up prior to the class will be allowed to enter the Zoom class.
3. Prior to class date, go to https://zoom.us/download to download and install the Zoom app on your device.
4. Students must click on the link in the Zoom invitation at least 10 minutes prior to scheduled meeting start time (no exceptions). Instructor uses the 10 minutes prior to the class to validate and mark as attended those students who have signed in.
5. After a student has been validated, they will be admitted to the Zoom class room. Students will enter the room with both video and microphone turned off. Students will be able to activate their video but it will be up to the instructor to allow students to activate their microphone.
6. The Instructor will establish procedures for asking questions (chat or hand raise are the options).

Instructors

1. Instructors will schedule the Zoom class and send the invitations at least 30 minutes prior to the class start time.
2. Sign in to Zoom at least 20 minutes prior to the class so students may start entering the waiting room, It would be a good idea to post a comment in the waiting room that admission will start at 10 minutes prior to class for those who sign in to the waiting room early.
3. 10 minutes prior to the class start time disable sign in and begin validating and admitting those students in the waiting room into the classroom.
4. Mark Zoom admissions as "Attended" in the class roster on our web site.
5. Instruct students about how questions should be asked (hand raise or comment) and how microphone unmute will be handled (will instructor be the only on who can unmute a student's microphone?). This information may be sent out in an separate email or in the invitation email or verbally at the start of the class.